

Division of Developmental Disabilities

Authorized Forms

Electronic Formats

How to use:

Forms are being formatted in three ways:

- ❖ **Hard copy** - The traditional hard copy is for the most part, accessible by ordering on line from the Supply Warehouse. If you have problems locating or getting copies, please contact Betty Waldrip at 602-542-6809 or email at bwaldrip@azdes.gov
- ❖ **PDF fillable** – The PDF fillable form is the version that, prior to today, March 30, 2005 has been the only version on the Division's Internet and Intranet pages.
 - This format is the most universally readable fillable format, but it has some limitations.
 - Field sizes are very limited.
 - The tab key must be used prior to printing if the data is to print on the document.
 - Data entered on the form cannot be saved on most systems.
- ❖ **Word fillable** – The Word fillable form is now feasible and being developed for each PDF form. Word fillable forms will be posted on the Division's Internet and Intranet pages.
 - In contrast to the PDF fillable forms these have:
 - Expandable data entry fields. The fields do have a limit, but the fields can expand allowing for additional pages as needed.
 - Data can be saved. However, for security and HIPPA compliance, it is advisable to save only to your network drive and if transmitting by email, then the email must be encrypted prior to sending.

Forms in any of the above formats are coded with a form number in the upper left hand corner. Hard copies contain a NA or CC code. PDF fillables contain a PF code and Word fillables contain a FF code.

For example:

| | |
|----------------|--------------------------|
| DDD-1088AFORNA | is a hard copy. |
| DDD-1088AFORPF | is a pdf fillable form. |
| DDD-1088AFORFF | is a Word fillable form. |

Spanish versions will have an "S" on the end of the number, such as DDD-1088AFORPFS. This means it is the Spanish version of the pdf fillable form.

Following the form number, in the upper left hand corner, is a date, such as (1-05). This is the development date or the last date the form was revised. Even though the same form in hard copy, pdf and Word may have different revision dates; all current or latest revisions will contain the same information.

Thanks,

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